MIDWEST AREA STANDARD OPERATING PROCEDURES MANUAL

PROPERTY

Created by: Program Administrative Support Task Group Updated April 3, 2002

PROPERTY

Excess Property Forms

Each location may be different in reporting excess property. Some Administrative Offices are still using Form SF-120 (attached) and some are automated and on-line with NFC and do not use the form. Whatever method is used, excess property is to be reported to the Administrative Office. Once the property is reported, it will be declared excess; then it is involved in the excess property system waiting for proper disposal and will come off that person's inventory list through NFC. Also attached are Forms AD-112, Report of Unserviceable, Lost, or Damaged Property, and AD-107, Report of Transfer or Other Disposition or Construction of Property, which are handled in the same manner.

If you want to request property from the excess property system a SF-122, Transfer Order Excess Personal Property, must be completed and forwarded to your LAO.

									PAGE '	1 OF
PRIL 1957	FORM 120 REV.	REPORT OF	1. REPORT	NO.		2. DAT	E MA	ILED	3. TOTAL COST	
EN. SERV. PMR (41 C	ADMIN. FR) 101-43.311	EXCESS PERSONAL PROPERTY	12	518P431	2				\$ 1,995.00	
TYPE OF REP	Check	one only of a. ORIGINAL "c," or "d") b. CORRECTED		TIAL W/D	(Also che f appropr	ck "e"	and/or "f"	e. OVERSE	AS
		ency to which report is made) THRU	d. TOT.	AL W/D		appropr	,		f. CONTRAC	
DEPP(C-FHA, Property Market St., St. Lo	& Supply Management Staff					0. AP	PROP. OR FUND	TO BE REIMBURSE	D (if any)
	Name and Address of	Reporting Agency)					8. RE	PORT APPROVE	D BY (Name and Title	4)
	ARS-MWA lorth University	St., Peoria, IL 61604 (309)	681-6626				0. 112	ON AFTROVE	or (Name and The	=)
3arbar	a Donsbach, US	ON CONTACT (Title, Address and Te DA-ARS-MWA	lephone No.)				10. A	GENCY APPROVA	AL (If applicable)	
Jrbana	a, IL 61801 (21	7) 244-3261						G. Grav.	Property Office	r
	PURCHASE ORDER as Block 7 and 8	S OR DISPOSAL INSTRUCTIONS TO	O (Title, Addres	s and Telep	ohone No.)		12. G	SA CONTROL NO		
FSC GF	ROUP 14. LOCATIO	ON OF PROPERTY (If location is to be	e abandoned giv	ve date)	15. REIM	/REOD	16 A	GENCY CONTROL	17. SURPLUS R	ELEASE
NO.				, , ,	YES	NO		10.	DATE	ELEASE
EYCES	Urbana, II	-						RN-03-00	1011 0007	FAIR
ITEM NO.	O PROPERTY LIST	DESCRIPTION		COND.	UNIT	OF UN	SER SITS	ACQUISIT		VALUE
(a)		(b)		(c)	(d)	(e)	1	PER UNIT (f)	TOTAL (g)	% (h)
01	AG0002184936	System Apple Mod. II		B4	SYS		1	1,995.00	1,995.00	
	Serial No. D430									
		ts of hard disk, keyboard, mo	onitor							
	and printer.)									
	Everything work	ks except printer. It needs to	be							
	ro programmed	•								

STANDARD FORM 120-A
APRIL 1957
GEN. SERV. ADMIN.
FPMR (41 CFR) 101-43,311

STANDARD FORM 120-A APRIL 1957 SEN SERV. ADMIN. FPMR (41 CFR) 101-43.311 CONTINUATION SHEET (Report of Excess Personal Property)						PAGE	
FROM (Name and Address of Reporting Agency) USDA-ARS-MWA North University St., Peoria, IL 61604 (309) 681-6626		21 6626				AGENCY CONTROL NO. RN-03-00	
1401(11 011	01-0020		12518P4312				
S PROPER	TY LIST (Continued)	COND.	UNIT	NUMBER OF UNITS	ACQU	ISITION COST	FAIR VALUE
NO. (a)	DESCRIPTION (b)	(c)	(d)	(e)	PER UNIT	TOTAL (g)	% (h)
2/8 							
							COL.
							NOT ON A STATE OF THE STATE OF

	Report No.							
Repo	Report of Transfer or Other Disposition or Construction of Property TN-85-00 Date							
1. Type of Transaction	n (Report each type sepa	arately)	2. Authorization Reference	9/13/2000				
1. Type of Transaction (Report each type separately)			2. Addionadion Noticionico	3. Proceeds				
⊠ Trans	fer 🗆 Sale 🗀 Trade In	□ Donation		0	10001100			
Const	truction 🗆 Rehab 🗀 As	-ls		\$				
4. Reporting Agency			5. Receiving Agency (Or Name of	Purchaser or Done	ee)			
USDA-ARS-MW	/A 3611007		USDA-ARS-MWA 36110	05				
A. Organizational Unit			A. Organizational Unit (Or Address	s of Purchaser)				
Photosynthesis R	esearch		Crop Protection Research					
B. Location			B. Location					
Urban	a, IL		Urbana, IL					
C. Signature			C. Signature					
D. Title	4		D. Title		E. Date			
Research Leader			Research Leader		L. Date			
6. Property Items			Research Deader					
Quantity		Item [Description		Inventory			
(Or Prop. No.)	(Give		Numbers, If Any, and Condition Co	ode)	Value			
AG00002293769	Hood Fume, Labcon	co, Mod. 36000, Serial N	Number P605208		1,676.00			
			erty and Fiscal Officers					
7. Property Officer: The	his transaction is complet	ted and the necessary	8. Fiscal Officer	hoon received in accord	ant for the property			
entries have been ma are to be deposited to	ide to adjust the property	records proceeds, if any,	A. The sum indicated below has disposed of.	been received in payn	lent for the property			
are to be deposited to:			B The necessary entries have be	een made to adjust the	accounting records.			
			Amount	Schedule No.				
Signature		Date	Signature	Date				
-								
		LISDA (ADS/ITD			Form AD-107 (11/89)			

Property Pass

The Property Pass, Optional Form 7, is to be used whenever property is removed from the building. It is to be properly filled out and signed by whoever is assigned and responsible for that property and handed to the guard when leaving the building. If there is not a guard, then the person who is responsible for the property signs and keeps the pass.

OPTIONAL FORM 7			1. DATE ISSUED			
SEPTEMBER 1988 PRESCRIBED BY GSA	PROPERT	TY PASS	0.42.4			
FPMR (41 CFR) 101-20.110			9-13-1			
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.						
2. NAME		3. BUILDING				
Gerald Sims		Turner Hall				
4. DESCRIPTION OF PROPER	TY BEING REMOVED					
Laserjet Printer						
5. PROPERTY BELONGS TO		6. DEPARTMENT OR A	AGENCY			
Loyd Wax		USDA	A-ARS-MWA			
 SIGNATURE OF PERSON A OF PROPERTY 	SIGNATURE OF PERSON AUTHORIZING REMOVAL 8. TITLE OF PROPERTY					
		Rese	arch Leader			
		9. PASS GOOD UNTIL				
		Septer	mber 13, 2000			

This form was electronically produced by Elite Federal Forms, Inc.

5007-105

ANY EQUIPMENT LEAVING GOVERNMENT PREMISES NEEDS AN APPROVED OFF-SITE EQUIPMENT PASS

A reminder that all 'blanket pass' equipment off-site forms need to be done for CY 2002. A 'blanket pass' is for government equipment that an employee has a need for on a regular basis.

The following procedures apply to a blanket pass:

- 1. Certify that all requests for removal of government property are needed and are used in connection with an approved ARS project or program and not for personal use.
- 2. A memo must be prepared from the borrower to the Administrative Officer through their supervisor, fundholder and accountable property officer. The memo should specify description of equipment, serial number, reason and location for use and also contain the following statement: "Borrowing of this property will not negatively impact the ARS program(s) at the facility."
- 3. The memo will be approved or disapproved by the Administrative Officer and a copy will be returned to the borrower thru the fundholder and a copy to the accountable officer.
- 4. The borrower should carry their approved pass when leaving the facility to provide evidence of approval for removal of the government property.
- If the government property is for a specific purpose (short term), the 'Equipment Use Off Site' form (attached) needs to be completed.

(NOTE: These procedures apply to ALL equipment including cameras, tape recorders, PC's, Laptops, calculators, etc.).

EQUIPMENT USE OFF-SITE

NAME:	DATE:	
DESCRIPTION OF EQUIPMENT: _		
SERIAL NUMBER:		
DATE NEEDED:		
DATE TO BE RETURNED:		
REASON FOR USE:		
WHERE WILL PROPERTY BE USE		
SIGNATURES:	APPROVED	DISAPPROVED
BORROWER:		
IMMEDIATE SUPERVISOR:		
ACCOUNTABLE OFFICER:		
FUNDHOLDER:		

BORROWING OF THIS PROPERTY WILL NOT NEGATIVELY IMPACT THE ARS PROGRAM AT THE FACILITY.